

529007/12/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: EQUIPMENT SERVICE WORKER

DEFINITION

Under general supervision, to perform semi-skilled preventative maintenance, mechanical repair and tire work on a variety of diesel, compressed natural gas and gasoline powered automotive, construction and towed equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a semi-skilled entry level position able to perform preventative maintenance on all City owned diesel, compressed natural gas and gasoline powered light, para transit bus and heavy equipment.

REPORTS TO: Fleet Management Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Management Supervisor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform preventative maintenance inspections and repair mechanical defects on all light and heavy duty vehicles, forklifts, refuse trucks, utility lifts and crane trucks, towed equipment, para-transit bus, sweepers, construction equipment and standby generators.
- Assist and participate in minor engine tune-ups, general repair and maintenance of a variety of automotive mechanical equipment.
- Perform brake inspections, cooling system services, engine, transmission and differential oil changes, tune-ups and valve adjustments.
- Perform tire repairs and replacements on both light and heavy-duty vehicles.
- Perform inspection and data information collection of newly purchased vehicles and equipment.
- Prepare vehicles for surplus.
- Assist with pick up and delivery of vehicles as needed.
- Occasionally assist with emergency field repairs to vehicles and equipment.
- Maintain computer based time and material records on all completed work.
- May perform routine, basic preventative maintenance on fire equipment and apparatus, compressed natural gas filling station and dispensing equipment on an as-needed basis.

QUALIFICATIONS

Knowledge of:

- Basic preventative maintenance and routine inspection methods; electricity, hydraulics, mechanics and the methods, materials and tools used in the light and heavy equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work.

Ability to:

- Read and interpret pertinent laws, codes, safety orders and repair manuals.
- Perform routine mechanical work including basic troubleshooting and repair of equipment.
- Work productively in the absence of supervision.
- Safely operate City vehicles.
- Understand and carry out oral and written instructions.
- Maintain computer based time and material records on all completed work.
- Perform all tasks in accordance with applicable Federal and State safety standards.
- Maintain work area in a clean and neat condition.
- Establish and maintain effective working relationships with supervisors, fellow employees, contractors and the general public.
- Work overtime as required.
- Work weekends, holidays, evenings and/or varying shifts.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Supplemental specialized training in the maintenance and repair of gas and diesel-powered equipment is highly desirable.

Experience: One year of experience in automotive servicing work.

MEDICAL CATEGORY: Group 2

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust. Physical demands require bending, stooping and frequent heavy lifting of moderately heavy objects weighing up to fifty pounds. Incumbent must be able to see and hear in the normal range with or without correction.

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Possession of, or ability to obtain within the probationary period, a valid Class "A" California Motor Vehicle Operator's License.

Automotive Service Excellence (ASE) certification is highly desirable. Successful completion of ASE Series test Medium and Heavy Duty Truck Series T8 Preventive Maintenance Inspection (PMI) is required upon completion of probationary period.

Required hand tools sized to one inch.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Equipment Service Worker

TO: Mechanic